



City of Annapolis

Department of Planning & Zoning

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Historic Preservation Commission

February 27, 2014

The Historic Preservation Commission (HPC) of the City of Annapolis held its administrative meeting on February 27, 2014 in City Council Chambers. **Chair** Kennedy called the meeting to order at 7:33pm

Commissioners Present: **Chair** Kennedy, Zeno, Kabriel, Toews, Phillips

Commissioners Absent: **Vice Chair** Leahy, Finch

Staff Present: Craig-Historic Preservation Officer

Chair Kennedy introduced the commissioners and staff. She stated the Commission's purpose pursuant to the authority of the Land Use Article and administered the oath en mass to all persons intending to testify at the hearing.

C. ANNOUNCEMENTS

Ms. Craig provided a copy of the inventory form prepared by Michael Dowling and explained that is designed to allow volunteers to complete a survey form under the direction of the consulting architect. The form will be tested using volunteers from the Eastport Conservation Landmarks Committee and if it tests well, it will be distributed to a number of other volunteer organizations.

D. ADMINISTRATIVE BUSINESS

1. Election of Officers

Mr. Toews moved that current officers remain in place. Ms. Phillips seconded the motion. The motion passed unanimously in a vote of 5-0.

2. January 2014 Report from the Historic Preservation Division

Ms. Craig provided a copy of the January 2014 Historic Preservation Division report and went over some of the contents therein. The Department has applied for a grant from DNR to continue the work on the hazard mitigation planning.

Ms. Zeno reported that the Education Committee met and several items were discussed specifically there needs to be an enforcement component in the ordinance that relate to the preservation division. The Committee needs to schedule a meeting with Mr. Elson for assistance with drafting the ordinance language. The Committee's assignment was to review the existing ordinance to determine how to incorporate the Title 17 language into the HPC code. Ms. Phillips and Ms. Brown will be attending a windows workshop in March and will report back to the HPC. There was discussion regarding the Committee actively pursuing outreach education to educate local realty offices on the HPC guidelines and standards. Ms. Zeno inquired as to whether DNEP had hired a weekend inspector. Ms. Craig responded that an inspector was hired but another inspector left so there could be some backfilling of this position. **Chair** Kennedy confirmed that an inspector was hired last Fall and agreed to inquire of status from the Ward 1 Alderman. Ms. Zeno suggested that the Mayor attend a walk around town to keep him aware of issues and he was amenable to the suggestion.

Ms. Craig discussed legislation issues involving vacant and abandoned properties with Senator Astle. He was agreeable to researching what is available under the authority of the Tax and Revenue department. She also discussed the concept of a penny for preservation which is a legislative funding mechanism through real estate transfer tax.

Chair Kennedy commented that 2015 is the 50th anniversary of the historic district being established so would be a good opportunity to go to the Council to review the ordinance. She discussed forming a subcommittee to include members of the HPC and other members of the community to draft a new preservation ordinance.

Ms. Craig reported that the applicant of 150 South Street has requested reconsideration due to economic hardship so the HPC will be hearing an application in April. There are two other applicants who will be selling their properties so have agreed to replace their vinyl windows with wood windows to avoid having to go through a hearing process and this will be process through an administrative approval.

Chair Kennedy thanked Ms. Phillips and Mr. Toews for preparing the findings of fact for 150 South Street.

Mr. Toews moved to approve the affirmative findings of fact for 150 South Street. Mr. Kabriel seconded the motion. The motion passed unanimously in a vote of 5-0.

Ms. Phillips moved to approve the dissenting findings of fact for 150 South Street. Ms. Zeno seconded the motion. The motion passed unanimously in a vote of 5-0.

3. Rules of Procedure Public Hearing on Revisions

Chair Kennedy laid the final Rules of Procedure on the table for review and consideration. She opened the public hearing on the revised Rules of Procedure at 7:52pm and no one spoke in favor or opposition of the agenda item so **Chair** Kennedy declared the public testimony closed at 7:53pm.

Chair Kennedy thanked Ms. Phillips for her view from the cheap seat review. She also announced that the battery operated microphones will be replaced with hard wired microphones. The Mayor will be placing the term reappointments for Ms. Zeno and Ms. Finch on the March 10, 2014 docket.

E. ADJOURNMENT

With there being no further business, Ms. Zeno moved to adjourn the meeting at 8:02pm. Mr. Kabriel seconded the motion. The motion passed unanimously in a vote of 5-0.

The next meeting is scheduled for March 11, 2014 at 7:30pm at the City Council Chambers.

Tami Hook, Recorder